

US 0720-69

15 December 1969

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report, CS Records II #3-70
1 - 5 December 1969

Student Body

- 25X1A 1. Sixteen students attended the course, six of whom were from [REDACTED]. Their grades ranged from GS-04 through GS-11 (average, GS-08) and their length of Agency service from under one year through sixteen years (average, four years).
- 25X1A 2. [REDACTED] audited the course at the request of [REDACTED] DDP/RMO. (See Chief Instructor's Comments)
- 25X1A

Course Conduct & Presentation

3. There were no changes in the content or presentation of the course.

Speakers

- 25X1A 4. With the exception of [REDACTED] Central Reference Service, all speakers were our regular representatives.

Chief Instructor's Comments

- 25X1A 5. [REDACTED] is collecting material for a Name-Tracer's Guide, which [REDACTED] wishes him to prepare. No such guide exists at present, although one was briefly available many years ago. A contribution of this kind should be a valuable addition to the CS Handbooks. [REDACTED] was an active participant in the course, and has agreed to coordinate his work with us as it develops.
- 25X1A

25X1A

6. This course was uneventful and, on the whole, quite satisfactory. [REDACTED] DC/RID Index, provided valuable insights into his specialty. The [REDACTED] students were unexpectedly interested and involved. Two of them, [REDACTED] contributed novel information from their experience with overt machine records.

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7. Student critiques were favorable and covered both CS Records I and CS Records II. No substantive changes were suggested.

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[REDACTED]

Chief Instructor

Attachments

- A. Course Schedule
- B. Student Roster

Distribution

- Original - DTR
 - 1 - DDP/TRO
 - 2 - OS/ST